1. **Job Description for Director**

**Job Purpose**

The Library Director, under the supervision of the Board of Trustees, manages and directs the operations and employees of the library.

**Specific Duties**

1. Work with the Board.
2. Attend monthly board meeting and have monthly statistics and bills for the board.
3. Help the Library Board establish and update policies.
4. Prepare the budget for Board approval.
5. Keep track of needed library building repairs/updates and inform the board.
6. Other duties as requested by the Board
7. Keep accurate records in order to prepare annual state reports and to keep the library accredited.
8. Prepare bills
9. Track spending using the budget as a guideline
10. Keep records of donations
11. Prepare calendars and timesheets
12. Other records as needed
13. Hire and manage staff
14. Train new staff
15. Assign duties (as outlined in their job descriptions)
16. Evaluate annually
17. Maintain library collections
18. Select new library materials including; books, magazines, DVD’s, newspapers, etc.
19. Record and/or oversee the recording of new materials; 1) Check books against invoices upon arrival, 2) Enter new books and put barcodes on them, 3) Assign call numbers. See that books are 4) Stamped, 5) Labels put on, 6) Covered with a protective jacket when necessary.
20. Evaluate library collections for strengths and weaknesses and use this as a guide for; 1) new acquisitions, and 2) weeding out old or unused materials.
21. Serve Patrons
22. Register and/or oversee the registration of new patrons in the system and issue barcoded cards.
23. Occasionally verify patron’s information to ensure best forms of contact.
24. Request and/or oversee the requesting of books through SILO when not available in our own library. Ensure safe return of borrowed books to the lending library.
25. Be prepared to assist patrons on the use of computers and laptop technology. Hold classes if necessary.
26. Be responsible for maintaining library programs with a strong emphasis on children’s reading programs.
27. Check items in and out.
28. Maintain good public relations.
29. Other Duties
30. Order supplies
31. Keep the library, meeting room, and bathrooms clean
32. Maintain/Oversee the maintenance of the flower beds
33. See that the library maintains an orderly and clean image
34. Attend classes to remain certified
35. Attend county meetings, staying involved with supervisor meetings and other ventures with the counties that further library awareness and funding
36. Participate in the Chamber of Commerce meetings (1st Thursday of every month)
37. Work with local businesses and organizations to generate a mutual understanding of concerns and needs.
38. Write a library column in the World Journal to let the community know of library events.
39. Update library website
40. Oversee the creation of library Facebook and Instagram posts
41. Oversee the creation of library displays.

**Personal Attributes**

1. Able to deal with associates and the public courteously, has a neat personal appearance and has a pleasing manner.
2. Able to work with frequent interruptions.
3. Able to multitask.
4. Able to sort and file alphabetically and numerically (Dewey Decimal System.)

**Salary/Hours**

This person will work 36 hours per week and receive 8 hours of sick pay per month. Sick pay may be used for illness or injury, as well as medical appointments for the employee and their immediate family members. For this purpose, immediate family members include spouse, spouse’s parents, children, step-children, siblings, and parents.

This person will receive vacation pay, as listed below, on the anniversary date of their employment.

Vacation days are the same as the city:

1 year = 1-week vacation

2-4 years = 2-weeks’ vacation

5-9 years = 3-weeks’ vacation

10-15 years = 4-weeks’ vacation

After 15 years of uninterrupted service, full-time employees will be given one lump sum payment equal to a weeks’ vacation. For a partial year worked, there shall be vacation time given, pro-rated according to the length of time worked.

Other benefits are as outlined in the City of Ackley Employee Handbook

**Minimum Qualifications and Experience**

1. High school diploma or equivalent.

2. Technology skills required with the ability to aid patrons use and/or troubleshoot basic technology related questions.

3. Physical ability to reach up or bend down to shelve or retrieve materials or to carry materials or equipment weighing up to 25lbs as well as ability to be on your feet the majority of your day.

4. Experience with and interest in working with children a plus.

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